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Agenda  
Workshop Meeting  
January 13, 2015

**PUBLIC NOTICE** is hereby given that the Washington City Council will hold a Public Meeting on Tuesday, January 13, 2015, at 6:00 P.M. in the Council Chambers of the Washington City Offices, located at 111 North 100 East, Washington, Utah.

1. Approval of the Agenda.
2. Review of the board audit report.
3. Discussion and review of “Activate” Road Respect Designation, thereby laying the foundation for sustainable and ongoing bicycle planning and awareness in each community. Kai Reed, Southern Utah Bicycle Alliance
4. Discussion and review of Spontaneous Volunteer Management. Ben will be covering donations and I will be giving an overview on what a Volunteer Reception Center is what Spontaneous Volunteering is. Aquatic Manager Ben Rae
5. Presentation of the Department Objectives for the FY 2016 including Personnel and Capital Equipment. Washington City Department Heads
6. Review of the applications for Planning Commission position. Danice Bulloch, City Recorder
7. Adjournment

POSTED on this 9th day of January 2015  
Danice B. Bulloch, City Recorder

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*In accordance with the Americans with Disabilities Act, Washington City will make reasonable accommodations to participate in the meeting. Request for assistance can be made by calling the City Recorder at 656-6308 at least 24 hours in advance of the meeting to be held.*

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## **CITY MANAGER BUDGET PRESENTATION FISCAL YEAR 2016**

### **Department Objectives**

The objectives of the City Manager's department is to coordinate the efforts of the municipal departments in carrying out Council policy and accomplishing the Strategic Plan of the City. The department oversees the effective use of city resources, i.e. personnel, financial, informational, in creating a safe, competitive, attractive community that better the lives of our citizens.

### **Department Challenges**

Within the next few years, we see are challenges with this department including the following:

- Building of a police station.
- Completion of the Sullivan Park.
- Accomplish Council/Manager goals.
- Creating a stronger positive presence for our citizens and others.
- Making the city attractive to business, particularly retail sales.
- Ensuring that residential growth is qualitative and managed effectively.
- Managing an effective workforce through changing times.

### **Budget Considerations**

I would like the Mayor and Council to consider the following budgetary suggestions, as it pertains to this department:

- Consideration to provide some rebranding effort funds as well as moving our media productions coordinator to full time.
  - **2016 Budget-\$5,000** Miscellaneous
  - **2016 Budget-\$55,000** Personnel (distributed among several funds)
- Consideration of a full-time economic development director as well as operational budget to accommodate for this position.
  - **2016 Budget-\$105,000** Personnel.
  - **2016 Budget-\$20,000** operational.
- Consideration of funding a full-time customer service receptionist in lobby and to answer phones. This fund would also be for additional customer service training for departments.
  - **2016 Budget-\$32,000** (2 part-times)
  - **2016 Budget-\$10,000** Miscellaneous
- Funding efforts in the downtown planning process. This fund would be used to create a design as well as economic structure for development of our downtown area.
  - **2016 Budget-\$20,000** Plans and miscellaneous

## **COMMUNITY DEVELOPMENT DEPARTMENT BUDGET PRESENTATION FISCAL YEAR 2016**

**Department Objectives:** The Community Development Department will strive to continue our dedicated service to the citizens of Washington City, with a goal to process permits and applications in a customer friendly and timely manner. The department, once again, looks forward to the coming year with great anticipation and continued growth throughout the city. We feel this year will hopefully succeed, the previous down year in land use applications, and of course, building permits throughout the city. The Community Development Department is always looking for opportunities to improve our performance and ability to serve the citizens of Washington City.

**Department Challenges:** In referencing the statement above, concerning the growth, we need to be aware that with that growth comes associated challenges such as:

- Heavier work loads of processing, reviewing and implementing applications and/or permits.
- Limited number of staff to process those workloads.
- Keeping the necessary time volume involved, down to the lowest possible amount.
- Maintaining a high level of service to our customers/clients during high volume application peaks.

**Budget Considerations:** In considering the budget for the fiscal year 2016, our department would like to ask the Mayor and City Council for the following:

- Expanding the personnel and technology associated with the Community Development Department.
  - o 2016 budget-\$41,200 in excess of the 2015 budget.
  - o Ongoing years-based upon permit numbers.

## **HUMAN RESOURCE DEPARTMENT BUDGET PRESENTATION FISCAL YEAR 2016**

### **Department Objectives:**

The objectives of the Human Resources Department is to utilize everything the company needs to improve its image; therefore, creating an employer of choice is a goal that's well within the capabilities of a focused Human Resources Department. An employer of choice is the company employees are happy to be a part of and the company for which others want to work.

### **Department Challenges:**

The Human Resources Department often seeks out ways in which the business could be improved upon or the working conditions could be enhanced. I want to provide the highest level of professionalism and commitment to our employees, and feel I can improve the HR department by:

- Enhancing employee/supervisor trainings.
- Strengthening employer-employee relationships.
- Assure that we are offering comparable compensation and benefits packages.
- Investing in all employees.

### **Budget Consideration:**

I realize there are many priorities and needs within the city as a whole. I would like to thank the Mayor and Council for their approval of additional part time staffing in the Human Resources Department last year. I am appreciative of the additional staffing. At this time I am not asking for anything in addition for this up coming year however, with our continue growth it is inevitable that over the next few years our department will also need to grow.

# **Treasurer's Department Budget Presentation**

## **Fiscal Year 2016**

### **Department Objectives**

The objectives of the Treasurer's Department are to:

- 1) Maximize the revenue to the city coming from all sources.
- 2) Protect the revenue received by the city.
- 3) Seek for new and additional sources of revenue for Washington City.

### **Department Challenges**

Over the next few years my department sees the challenges of:

- 1) Coordinating efforts with other cash handling venues of the city in maintaining, following and improving cash handling policies and techniques to insure proper accounting and safeguarding of city monies.
- 2) Finding new sources of revenue for the city.
- 3) Continue to increase collection activity on past due accounts owed to the city in order to decrease the number and dollar amount of those accounts.
- 4) Periodic review and update of internal control policies on cash handling, reconciliation and separation of duties.

### **Budget Considerations**

My department has no additional budget requests for the FY 2016 budget year.

**DEPARTMENT BUDGET PRESENTATION  
JUSTICE COURT  
FISCAL YEAR 2016**

**Department Objectives**

Our objective is to provide all court services, under the jurisdiction of the Justice Court, to the citizens of Washington City in a dignified way that best meets the needs of the majority of the public. These needs include: Holding court in the late afternoon and evening, Providing clear explanation of legal rights, Providing court appointed counsel when indigent, Providing language translators, and using language familiar to the general public.

**Department Challenges**

These are the challenges we expect:

- Increase in the number of cases filed.
- Greater number of indigent requests.
- Trained clerks to manage increased work load.
- Safety issues for clerks office.

**Budget Considerations**

Justice Courts are viewed as a money making entity for a city. That is not the purpose of the court. Fines and fees are collected by the court and for the past 31 years those collections have more than paid for all expenses of the court with the extra going into the general fund for the city. The following are the considerations the court has to budget for:

- Increase in Court appointed attorneys for the indigent
- Increase in prosecution costs with the increased number of cases filed.

**DEPARTMENT BUDGET PRESENTATION**  
**RECORDER OFFICE**  
**FISCAL YEAR 2016**

Department Objectives

The Records Office mission and objectives is to ensure the preservation and integrity of all official City records, maintain an effective records management system, and to provide professional, courteous, responsive customer service to all citizens in a timely manner. Our department oversee the business licensing, cemetery records, elections, record retention, City Code, Ordinances/Resolutions, Contracts and Agreements, Public Notices, Annexations, Risk Management, Insurance Claims/Policies, City Council agendas and minutes, and assist Staff and Citizens (GRAMA) in research of records.

Department Challenges

In order to provide the information needed for the objectives of the department the following challenges will need to be overcome:

- \* Transferring documents into electronic format,
- \* Continuing education cost,
- \* Keeping up with technology ie. programs and equipment,
- \* 2016 Election year.

Budget Considerations

I would like the Mayor and Council to consider the following budgetary suggestions, as it pertains to the Records Office:

- \* \$15,000 to conduct election for 2016. Conducting research into cost for vote by mail or the amounts associated with voting in person.

## IT/GIS Department Budget Presentation FY2016

### IT/GIS Department

## Department Objectives

The Information Technology and Geographic Information Systems Department (IT/GIS) is the key provider of technology tools to city officials and staff. Our focus has been to provide a safe and stable technology infrastructure and environment for City business to be conducted on. In addition we strive to improve the business processes of every department through creative, simple, and smart solutions.

## Department Challenges

IT/GIS, utilizing the staff increases of last year, is blazing forward on many initiatives in many departments. Thank you.

A challenge we're facing during the next budget year is public relations. We manage the many media outlets of the City and are expanding to meet the need to keep our citizens and customers properly informed. As citizens grow to expect instant access to information through multiple channels we need to react by managing two key areas:

1. Information flow. We need to utilize analytics and other quantitative data to feed information through the most effective outlets.
2. We need to continue to produce content and media to promote various City functions with the data they have for consumption. In addition we need to support marketing efforts of the different departments which serve customers as well as citizens.

Our department wishes to better and modernize our media outlets. We wish to create more meaningful and better directed content that is accessible in both understandability and findability.

In addition IT/GIS wishes to better the experience interacting with the City by working with front line departments and utilizing technology to make the experience frictionless.

## Budget Considerations

We would like the mayor and council to consider the following budgetary increases to help move our aggressive initiatives forward.

- Budget to bring our Media Production position full time. This will allow ownership in the product and additional work hours needed to handle the additional duties beyond producing media. It is estimated to cost \$55,00 additional. All costs would be split over different funds based on evaluation of use.
- A small operational increase for equipment including professional level photography equipment, mobile computing/recording equipment, and printing services. Looking at current pricing this would be approximately \$10,000.
- Keeping current IT/GIS budgets at their current levels to continue the technology initiatives and infrastructure roll out that is ongoing.

We appreciate your continued support of operations and growth of IT/GIS.



## **POWER DEPARTMENT BUDGET PRESENTATION FISCAL YEAR 2016**

### **Department Objectives**

The objectives of the Power Director is to insure affordable power supplies for base load and peak power needs as well as accomplishing the Strategic Plan of the department. This department oversees the operations of, and provides for electric energy delivery, system reliability, revenue stability as well as direct customer service on a variety of levels.

### **Department Challenges**

Within the next few years, challenges with this department including the following:  
Strengthening the financial stability and credit rating of the department.  
Providing long term, affordable energy resources for base load and peak power needs.  
Providing infrastructure for future residential and commercial growth.  
Providing funding for maintenance and or replacement of aging infrastructure.  
Managing an effective workforce through changing times, loss of highly qualified personnel due to attrition, and increased departmental responsibilities.  
Maintaining acceptable revenue flows to cover current and future expenses due to changes in energy resource costs and debt service needs for Capital Projects infrastructure.

### **Budget Considerations**

I would like the Mayor and Council to consider the following budgetary suggestions, as it pertains to this department:

Consider expansion of personnel needs to manage future growth, distribution, transmission and substation needs and operations of the new generation facility. This would include one new full time position for this budget with a salary and benefit range of Utility Service and Maintenance Worker wage range \$27,744-\$41,616.

Consider departmental needs for equipment replacement for aging fleet to reduce maintenance costs.

Consider the results of the latest Capital Facilities Plan and provide for financing as outlined projects become a priority for growth or system reliability over the next five years. The 2013 CFP shows the need for 4 projects totaling \$4,200,000 in system upgrades. I recommend dissecting what can be done as Capital Projects thru the budgeting process, and what will require long term financing. This would be done in a workshop format with Council in the near future.

Continue to provide funding for training of personnel and appropriate wage adjustments to maintain the highest level of qualified employees.

Consideration of the results of the Cost of Service Study to be presented by Utility Financial Services in a future workshop session and how these recommendations should be implemented.

# WATER

**FISCAL YEAR 2016**

### Department Objectives

The objective of the Water department is to provide safe drinking water to the residents of Washington City. The department oversees treatment, storage, and distribution of water throughout the City for use by homes, commercial, industrial, and fire protection.

## Department Challenges

Within the next few years, we see are challenges with this department including the following:

- Delivery of Regional water to the areas north of the Virgin River.
- Implement a maintenance program
- Additional storage capacity in the Red Cliffs area to accommodate additional growth.
- Continued monitoring of the aging infrastructure to minimize interruptions of service.
- Managing an effective workforce through changing times and seasonal demands.

## Budget Considerations

I would like the Mayor and Council to consider the following budgetary suggestions, as it pertains to this department:

- Fund requested Capital Projects for the year
- 2 Additional Employees
- Valve Maintenance Exercising Equipment. \$30,000
- Backhoe Lease \$7,000
- Purchase of 2 Vehicles \$60,000

**STREETS  
DEPARTMENT BUDGET PRESENTATION  
FISCAL YEAR 2016**

**Department Objectives**

The objectives of the Street department is to move people and goods safely and efficiently while minimizing negative impacts. Maintain a pedestrian friendly setting. Anticipate future growth. Maintain roadway to an acceptable standard and preserve the lifespan as long as possible.

**Department Challenges**

Within the next few years, we see are challenges with this department including the following:

- Funding maintenance programs
- Reconstructing roads to meet present and future demands.
- Constructing new roads to meet future demand.
- Funding a signal installation program.
- Update CFP due to new development in concentrated areas.

**Budget Considerations**

I would like the Mayor and Council to consider the following budgetary suggestions, as it pertains to this department:

- Increase road maintenance fund from \$700,000 to 1,000,000 per year
- Approve Capital Projects for the year
- Replace Street Sweeper
- Two new Employees
- 1 New Truck

**STORM WATER  
DEPARTMENT BUDGET PRESENTATION  
FISCAL YEAR 2016**

**Department Objectives**

The objectives of the Storm Water department is to efficiently discharge rain events to the receiving waters with minimal ill-effect on property. Meet the requirements imposed by State and EPA clean-water regulations. Anticipate future growth. Maintain facilities to an acceptable standard.

**Department Challenges**

Within the next few years, we see are challenges with this department including the following:

- Funding improvement projects to handle problem areas within the existing developed portions of the City.
- Funding projects to facilitate the growth occurring currently and into the future.
- Balancing MS4 discharge permit requirements with the need to serve the public and allow reasonable growth.
- Accomplishing needs with a minimal staff and equipment to meet necessities.

**Budget Considerations**

I would like the Mayor and Council to consider the following budgetary suggestions, as it pertains to this department:

- Fund requested Capital Projects for the year
- Fund 2 full time employees for maintenance of the system

**SEWER  
DEPARTMENT BUDGET PRESENTATION  
FISCAL YEAR 2016**

**Department Objectives**

The objectives of the Sewer department are to collect and transport sewage effluent to to the regional collection facilities for treatment by the regional treatment plant. Meet the requirements imposed by State wastewater regulations. Anticipate future growth. Maintain facilities to an acceptable standard.

**Department Challenges**

Within the next few years, we see are challenges with this department including developing :

- Continue increasing maintenance of aging lift stations.
- Consideration of new technologies to reduce odor complaints.
- Funding projects to facilitate the growth occurring currently and into the future.

**Budget Considerations**

I would like the Mayor and Council to consider the following budgetary suggestions, as it pertains to this department:

- Fund requested Capital Projects for the year
- Replacement truck

**IRRIGATION  
DEPARTMENT BUDGET PRESENTATION  
FISCAL YEAR 2016**

**Department Objectives**

The objective of the Irrigation department is to supply Irrigation water to customers. Maintain Irrigation spring, ditches and pipes to provide a reliable and constant system.

**Department Challenges**

Within the next few years, we see challenges with this department including the following:

- Maintaining the old ditches and piping system.
- Address potential hazards and problem areas where the city could be liable for damages or injuries.
- Because of the many changes over the years in users, not all watering locations fall in line with the flows and the Irrigation Schedules should be regenerated to reflect current flow locations.

**Budget Considerations**

I would like the Mayor and Council to consider the following budgetary suggestions, as it pertains to this department:

- Consider Irrigation rate increase to cover actual expenses and improvement cost
- Piping problem areas.
- Replacing undersized pipes and ditches.
- Budget more man hours to allow for more required maintenance.

**FLEET  
DEPARTMENT BUDGET PRESENTATION  
FISCAL YEAR 2016**

**Department Objectives**

The objectives of the Fleet department is to coordinate with all departments the repair and replacement of the City fleet of vehicles and equipment. To provide safe and efficient vehicles. Operate and maintain the Cities in house refueling station and CNG refueling station.

**Department Challenges**

Within the next few years, we see are challenges with this department including developing :

- Centralized fleet ownership and management.
- Fleet Policies and procedures.
- Fleet replacement policy.
- Cost Control, Cost allocation and Charge back rates.
- Fleet management information System
- Fuel management.

**Budget Considerations**

I would like the Mayor and Council to consider the following budgetary suggestions, as it pertains to this department:

- No additional considerations at this time

**FIRE DEPARTMENT BUDGET PRESENTATION**  
PRESENTED January 13, 2015

**DEPARTMENT OBJECTIVES**

Provide a quick, professional response to all emergency calls. Provide a high level of training to our members. Always have our equipment and personnel in a state of readiness. Provide education to our business's and public in fire prevention. Be proud of our city and represent it well.

**DEPARTMENT CHALLENGES**

Maintaining the manpower to fill coverage for 2 stations with part time and volunteer firefighters. Financial ability to keep up with the needs of buildings and equipment.

**BUDGET CONSIDERATIONS**

Please consider the following budgetary suggestions as they pertain to the fire department

**1] 4120 Salaries**

A. Thank you for new pay increase for part time employee's from \$10 p/hr to \$11.50.  
SGFD \$12.33  
HVFD \$12.36

B. Safer grant Ending April 2015; \$250,000

**2] CAPITAL EXPENSES**

New fire station Coral Canyon: \$650,000 , Yearly expenses to maintain. [Combination station with HVFD]. Within the next 12 months

New Fire Engine: \$600,000 Within the next 2 years.



## Police Department Budget Presentation Fiscal Year 2016

### **Department Objective**

To provide Quality and Professional public safety service to the citizens of Washington, in an effort to enhance and maintain a Quality of Life that we are all proud of. Our department is specifically responsible for the Law Enforcement, Animal Control and Code Enforcement services in our community.

### **Department Challenges**

Our immediate challenges and for the foreseeable future are as follows: All three areas are equally important and greatly needed.

- **Police Building.** The construction of the Police Building during 2015 is greatly appreciated and critical to meet the mission of our Department.
- **Personnel** Part Time Records Tech, Need is One Part Time Records Tech to assist with the increased growth and current needs with records and evidence.
- **Vehicles** We are in serious need of replacing three patrol vehicles that are exceeding 130K miles, will be over 150K before the new budget is approved. We have several others that are over 100K miles that will need to be replaced in the next budget year as well.

### **Budget Considerations**

I would appreciate the Mayor and Council's consideration with the following Budgetary needs in our department.

- **Building** Thank you for your support with the new building process. It will be fun to watch it all come together over the next year.
- **Personnel**
  - Cost approximately 15K for one part time Records/Evidence Clerk.
- **Vehicles**
  - Approximately 37K per vehicle including specific police equipment
  - Request consideration for a fixed amount in Budget each year for replacement of 2-3 vehicles (74K-110K), this would allow for continual roll out at 135K miles, to avoid the large impact all at once with several cars needing replaced and not knowing for sure when that would occur. If we can make this happen after two to three years we will have it set up to where they are on a manageable cycle for replacement. Repair cost have been extreme over the last two years of these vehicles life. Major repairs like transmissions, dash cluster, heater core, re-paint and stripe, etc. Your consideration with this is greatly appreciated.

## **COMMUNITY CENTER DEPARTMENT BUDGET PRESENTATION FISCAL YEAR 2015-2016**

### **Department Objectives**

The Washington City Community Center is a multi-purpose, state-of-the-art, public facility for community activities including recreational, health, fitness, educational and cultural programs and events.

### **Department Challenges**

- Retaining and managing our current part-time staff due to the new Affordable Care Act labor restrictions.
- No depreciation account for large ticket items for repair/replacement.
- Long-term maintenance costs associated with the facility and equipment.

### **Budget Considerations**

These are budgetary needs that we would like the Mayor and City Council to consider.

- Safety Straps on all basketball standards= (18 basket hoops @ \$800)  
**2016 budget-\$14,400**
- Floor Cleaning Machine  
**2016 budget-\$13,000**
- Replace Slide Stairs in Aquatic Center  
**2016 budget-\$7,000**
- Pool Deck Refinishing  
**2016 budget-\$7,000**

## **PARKS DEPARTMENT BUDGET PRESENTATION FISCAL YEAR 2015-2016**

### **Department Objectives**

The objectives of the Parks Department is to construct and maintain a sufficient amount of park facilities in a clean, usable and aesthetically pleasing manner. The Parks Department is responsible for the construction and maintenance of all city parks, trails, open spaces, landscapes, sports fields and the cemetery.

### **Department Challenges**

- Expanding, completing and maintaining Sullivan Soccer Park.
- Veterans Park upgrades financed through the new Rap Tax.
- Funding for emergency Trail repairs due to mother nature.
- Maintaining our new parks and trails with current employees.

### **Budget Considerations**

These are budgetary needs that we would like the Mayor and City Council to consider.

- Additional part time help to maintain the completed Sullivan Soccer Park, Virgin River Trail Expansion and Meadows Park at Stucki Farms.  
**2016 budget-\$30,000**
- Dumpster Enclosure at Green Spring Park  
**2016 budget-\$8,000**
- Emergency trail repair fund  
**2016 budget-\$10,000**
- Sullivan Sports Field Maintenance Equipment
  - Verti-cut attachment \$9,500
  - Wiedenmann Turf Sweeper \$35,000
  - Trailer \$4,500
  - Turf Line Painter \$6,000**2016 budget-\$55,000**

## **GREEN SPRING GOLF COURSE BUDGET PRESENTATION FISCAL YEAR 2015-2016**

### **Department Objectives**

The objectives of Green Spring Golf Course is to provide an excellent golfing experience and value to all players. This consists of quality customer service, an outstanding conditioned and groomed golf course and the best scenery in Southern Utah. We strive to keep our golfers happy so they will return often to our beautiful golf course and wonderful city.

### **Department Challenges**

- Southern Utah is saturated with golf courses. All the other courses are offering discounts, reductions in fees, special deals and cut rates. We have to watch our competitors and make the necessary adjustments to compete.
- We have had to make reductions in our workforce, to improve our budget outlook, but still have the same amount of maintenance to perform at the golf course.
- The City has taken over the Expenditures & Revenue in the Clubhouse and Snack bar. With this change there will need to be adjustments with employees and finances.
- We have a lot of ageing equipment that we need to begin to replace each year, or buy now and fund over a number of years.

### **Budget Considerations**

These are budgetary needs that we would like the Mayor and City Council to consider.

- Kabota Tractor L4701/hst  
**2016 budget-\$31,000**
- Workman HDX-D 4WD Utility Vehicle  
**2016 budget-\$26,800**
- Groundsmaster 4700-D Rough Mower  
**2016 budget-\$71,000**
- Turfco Triwave 60 Seeder  
**2016 budget-\$14,000**
- Clubhouse and Snackbar expenditures.  
**2016 budget to be determined.**

## **UTILITY DEPARTMENT BUDGET PRESENTATION FISCAL YEAR 2016**

### **Department Objectives**

The Utility Billing department is often the first contact point for citizens, customers and City staff. They are responsible for ensuring the accurate billing of five utility services provided by the City and two services provided by other government agencies. The utility office functions as the city cashier receipting all payments received by the City such as court payments, animal licenses, building permits, business licenses, and all accounts receivable. The office is also the acting phone operator fielding all calls coming into City Hall requesting to speak with an operator or needing assistance.

### **Objectives**

- Transition to Springbrook Web Payments
- Look for ways to enhance the disconnection process to ease the stress and negative impact to customers and employees
- Automate Application Processes
- Simplify receipt processes for business licenses, dog licenses, and building permits
- Create new billing schedule for Commercial accounts to reduce lag time from read date to bill date
- Provide friendly expedited customer service
- Accurately and efficiently bill Washington City utility customers
- Accurately and efficiently receipt City revenue
- Provide and maintain the necessary customer account information/data for everyday business, collections, billing adjustments, and utility hearings

### **Department Challenges**

Within the next few years, we see our challenges with this department including the following:

- Adequately serving Washington's ever growing citizen base with limited staff resources
- Shortening the reading to billing period to minimize unpaid liability
- Implement and transition to new payment technologies
- Paperless and digital transitions for inter-departmental processes
- Managing call volume and cashiering services for other departments such as court, building permits, business licensing, cemetery, and animal control.
- Increased costs for print and mail services for growth and postage rate increase
- Irrigation account maintenance including billing, receipting payments and share transfers
- Providing timely customer service during peak work loads and heavy demands

### **Budget Considerations**

I would like the Mayor and Council to consider the following budgetary suggestions, as it pertains to this department:

- Funding a part time clerk 25 hours per week. This would allow us to have the main front desk fully staffed with two part time clerks from 8:00am-5:00pm Monday thru Friday and better meet the needs and citizen expectations for timely customer service.
  - **2016 budget-wage and equipment \$21,700**
  - **IVR option for customer payments and access to account history and balances**

## **FINANCE DEPARTMENT BUDGET PRESENTATION FISCAL YEAR 2016**

### **Department Objectives**

The Finance department is responsible for providing services related to the planning, organizing, coordinating and expediting of the financial operations of the city including budgeting, auditing, accounting, purchasing, fixed assets, accounts payable and payroll, fraud risk management. The finance department is responsible for the financial oversight of nine governmental funds and eight proprietary funds. They are also responsible for the City's Enterprise Resource Planning System (ERP) Springbrook Software which includes implementation, management and training.

### **Objectives**

- Expedite all financial transactions in a quick and efficient manner.
- Comply with all reporting requirements outlined in the State of Utah Uniform Fiscal Procedures Act, Generally Accepted Account Principles (GAAP) and and Governmental Accounting Standards Board (GASB)
- Provide accurate payroll information and payments to employees.
- Efficiently and accurately process vendor payments and employee reimbursements
- Identify and implement cost saving measures throughout the organization.
- Provide accurate and timely financial reports
- Enhance financial transparency

### **Department Challenges**

Within the next few years, we see our challenges with this department as follows:

- Meeting the increasing demands for data requests and managing complex reconciliation practices while providing timely financial reports
- Managing fraud detection and prevention
- Implement a financial dashboard to better meet the responsibility of the governing board as it pertains to the City's financial condition.
- Prepare a high quality budget document that reflects the criteria structure of the Government Finance Officers Association budget awards program to provide citizens and other stakeholders with clear, understandable, and completed budget documents.
- Implement the new Governmental Accounting Standards Board (GASB) standards for reporting public pensions.

### **Budget Considerations**

I would like the Mayor and Council to consider the following budgetary suggestions, as it pertains to this department:

- Springbrook online employee self service portal to allow employees time card entry, time off requests and access to their check stubs and W2s - price quote is still pending



## **INTRODUCTION**

The Southern Utah Bicycle Alliance (SUBA) has received a grant from the Utah Department of Health to help assist the cities of Hurricane, Santa Clara and Washington with bicycle planning initiatives. The grant asks that each of the three communities achieve “Activate” Road Respect Designation, thereby laying the foundation for sustainable and ongoing bicycle planning and awareness in each community.

## **BACKGROUND**

### *Southern Utah Bicycle Alliance*

The Southern Utah Bicycle Alliance is a non-profit bicycle advocacy organization whose mission is to improve the safety and convenience of bicycling in southern Utah, especially Washington County. In furtherance of this mission, SUBA has previously assisted three communities in southern Utah in achieving Road Respect Designation (Ivins, Springdale and St. George).

### *Road Respect*

Road Respect is a program sponsored jointly by the Utah Department of Transportation and the Utah Highway Safety Office. Road Respect’s mission is to educate both cyclists and drivers of laws and behaviors that will increase safety for bicyclists. The program offers three levels of designation for communities that have made significant and measurable progress to increase bicycle safety. The first of these levels (“Activate”) requires communities to meet five basic standards that form a foundation of bicycle planning for the community.

More information about the Road Respect Program is available here: <http://roadrespect.utah.gov/>.

The 2015 Road Respect Tour will be returning to Washington County on Friday, May 29<sup>th</sup> and will make a formal presentation to each community. SUBA and the Road Respect Executive Committee will work cooperatively with each community to create a special event, including a free kid’s bike helmet giveaway as part of the presentation.

### *Utah Department of Health*

The Health Department seeks to improve community health by advocating for healthy and active lifestyles. The Health Department published the *Utah Bicycle & Pedestrian Master Plan Design Guide* to assist communities in creating infrastructure and policies that will encourage more walking and bicycling. Many of the initial tasks and strategies suggested by the *Design Guide* are similar to the standards required for communities to achieve “Activate” Road Respect Designation. The Health Department has awarded SUBA a grant to help the communities of Hurricane, Santa Clara and Washington begin and/or strengthen their bicycle planning activities and thereby achieve “Activate” Road Respect Designation.

The *Design Guide* is available here:

[http://www.choosehealth.utah.gov/documents/pdfs/Utah\\_Bike\\_Ped\\_Guide.pdf](http://www.choosehealth.utah.gov/documents/pdfs/Utah_Bike_Ped_Guide.pdf)

## Goals

Assist the cities of Hurricane, Santa Clara and Washington to begin and/or strengthen bicycle planning efforts in their communities. To achieve this goal each community will complete the following specific tasks:

1. Complete the standards to qualify for “Activate” Road Respect Designation by June 30, 2015. These standards are:
  - a. Identify community champion(s) for the community’s bicycle planning efforts.
  - b. Identify the health, community, and economic benefits associated with having a bicycle plan in place - Set up initial evaluation criteria including Health Impact Assessment guidelines.
  - c. Start an inventory of existing conditions of bike infrastructure and safety issues to begin bicycle planning efforts and identify connectivity gaps.
  - d. Develop a kids’ bicycle safety program.
  - e. Collaborate with local law enforcement to begin incorporating bicycle safety and enforcement into their program.
2. Use the *Utah Bicycle & Pedestrian Master Plan Design Guide* as a resource in achieving “Activate” Road Respect Designation in each community, and become familiar with the planning processes and practices contained in the *Design Guide*.

## Funding

Possible uses for funding from the grant might include:

1. Staff time to achieve Level I Road Respect Designation
2. Costs associated with implementing any programs outlined in the Level I Road Respect Designation
3. Help in creating a health, community & economic assessment
4. Road Respect event on May 29th

Some restrictions for funding include:

- Advocating or lobbying elected officials, or grassroots lobbying.
- Construction
- Space, phone, etc.
- Food
- Direct Clinical Services
- General Operating Expenses
- Indirect Costs
- Research (For the definition of research, please see

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